



*Department of Library and Information Science  
(Swami Vivekananda School of Library Sciences)  
Assam University, Silchar*

Minutes of 57<sup>th</sup> Departmental Affairs Committee Meeting of the Department of Library and Information Science under Swami Vivekananda School of Library Sciences held on 01/08/2020 in Online Mode using CISCO Web Ex Meeting Software.

Members Present:

1. Head of the Department, DLISc, AUS : Chairman
2. Prof. Manoj Kumar Sinha, Professor, DLISc, AUS : Member
3. Dr. Mukut Sarmah, Associate Professor, DLISc, AUS : Member
4. Dr. N.C. Dey , Asst. Prof (Stage-II) . DLISc, AUS : Member
5. Sri R. R. Aldarhi , Asst Professor , AUS : Member

At the outset, Chairman, DAC, Department of Library and Science, Assam University, Silchar welcomed all the members and appraised about the agenda items and resolved to take following resolutions / decisions:

**57: DAC: DLIS: 01-08-2020: 1** *Confirmation of Minutes of the 56<sup>th</sup>  
DAC Meeting held on 02/03 /2020*

The Chairman, DAC placed the Minutes of 56<sup>th</sup> DAC Meeting held on 02/03/2020 for consideration. As there was no any modification in the Minutes, the Minutes of the 56<sup>th</sup> Departmental Affair Committee Meeting held on 02/03/2020 stands confirmed.

**57: DAC: DLIS: 01-08-2020:2** *Matter related to Reporting of  
Submission of Annual Report of the  
Department and Individual Report  
through Online Mode to the IQAC*

The HoD informed the house regarding online submission of Annual Report of the Department and Individual Report through online mode to the IQAC.

The Committee Members have seen the soft copy of Annual Report which was submitted to the IQAC portal and expressed their satisfaction over successful submission of data pertaining to Annual Report of Department and Individual faculty members in stipulated period of time.

**57: DAC: DLIS: 01-08-2020:3** *Matter related to Reporting of  
Compilation and Submission of File of  
Dept. Profile for the Prospectus of P G  
Admission, 2020-21 and for admission to  
M.Phil. /Ph.D. Course Work, 2020-21*

The HoD has informed the house regarding compilation and submission of the Departmental Profile to the Academic Section for compilation of Prospectus for UG/P G Admission, 2020-21 and also for admission to M.Phil. /Ph.D. Course Work, for the session 2020-21.

The Committee Members have seen the Departmental Prospectus and noted the submission of the Departmental Profile for the publication of Admission Prospectus for Online Admission Process for UG/PG Admission ,2020-21 also for admission to M.Phil. /Ph.D. Course Work, for the session 2020-21.

**57: DAC: DLIS: 01-08-2020:4**

*Matter related to nomination of C-RET Exam Coordinator for forthcoming C-RET -2020-21*

The Head of the Department requested to all the Faculty Member to volunteer the name for Departmental Coordinator for C-RET Examination 2020-21.

The Committee Members unanimously proposed the name of Dr. Mukut Sarmah, Associate Professor to be nominated for the C-RET Examination 2020 for the session 2020-21. All the Committee Members agreed on this proposal and Dr. Mukut Sarmah has been given the responsibility to conduct Online C-CRET and Personal Interview in consultation with all the Faculty Members.

**57: DAC: DLIS: 01-08-2020:5**

*Matter related to submission of application for an advance of Rs.3700 ( 74canddiates x 50 /-) to Dr. Mukut Sarmah for conducting C-RET 2020-21*

As per the Notification for C-RET Examination 2020-21, the HoD/ the Coordinator has to submit the request to the Hon'ble Vice-Chancellor for an advance of Rs.2000/- or Rs.50/- x number of candidates to meet the C-RET Examination Expenditure.

The Chairman , DAC authorized Dr. Mukut Sarmah to apply for an advance of Rs.3700/- ( Rs.50/- x74 candidates ) to the Hon'ble Vice-Chancellor through the HoD to conduct the Online C-RET Examination , 2020-21.

**57: DAC: DLIS: 01-08-2020:6**

*Matter related to Setting of Objective Question Paper for C-RET -2020-21 Exam;*

The Head of the Department requested all the Faculty Members to decide on types of question papers to be prepared for the C-RET Written Test and preparation of question paper sets by all the faculty members.

The Committee Members after detailed discussion resolved to decide that, there will be 50 Objective Types (Multiple Choice Question) paper for 2 marks for each question. The Written Exam would be of 100 marks. There would be no negative marks for the wrong answers.

The Committee Members resolves that all the Faculty Members should submit at least 25 MCQ to the Coordinator for compilation of final set of questions for the Entrance Test.

**57: DAC: DLIS: 01-08-2020:7**

*Matter related to conduct One Week Dr. S R Ranganathan Online Lecture Series on the Eve of National Librarians Day Celebration*

The Head of the Department proposed to organize One Week Dr. S R Ranganathan Online Lecture Series on the Eve of National Librarians Day Celebration from 8<sup>th</sup> to 14 August 2020 in collaboration with the Rabindra Library.

The Committee Members after threadbare discussion resolves to recommend the proposal for conducting above One Week Online Dr. S.R. Ranganathan Lecture Series from 8<sup>th</sup> to 14<sup>th</sup> August, 2020 in collaboration with Rabindra Library.

The Committee Members also recommended the Draft Organising Committee to organize the programme and also recommended to apply for an advance of Rs. 25,000/- to the Hon'ble Vice-Chancellors from University Fund or Department Course Fee.

**57: DAC: DLIS: 01-08-2020:8**

*Any other matters with permission from the Chair.*

*(a) Detailed Modalities to Conduct Online C-RET, 2020-21*

The Head of the Department placed the Draft Guidelines and Modalities to conduct online C-RET Written Test and Personal Interview of the Eligible Candidates.

The Committee Members after threadbare discussion resolved to take following decisions for smooth conduct of the Exam:

- It was resolved to use Moodle Platform to conduct Online Written Test and for Personal Interview, CISCO Web –Ex platform would be used.
- It was also resolved that the Head of the Department has been authorized to prepare the modalities to conduct the Online Written Test and Personal Interview in consultation with the Coordinator and other faculty members and by following all guidelines issued by Central Admission Committee.

*As there is nothing to discuss, the meeting ended with vote of thanks to and from the Chair.*



(Prof. Manoj Kumar Sinha)  
HOD & Chairman,  
Departmental Affairs Committee , DLISc, AUS

AU/ DLIS/ 107/ 2010/

Dated 01/08/2020

Copy to

1. P.S.to the V.C. for kind information of the Hon'ble Vice-Chancellor
2. Dean , Swami Vivekananda School of Library Sciences for kind information
3. All concerned Members for information and record.
4. File.



(Prof. Manoj Kumar Sinha)  
HOD & Chairman,  
Departmental Affairs Committee , DLISc, AUS